

RETURN TO GOV. DOCS. CLERK

Library

Defense Systems Management

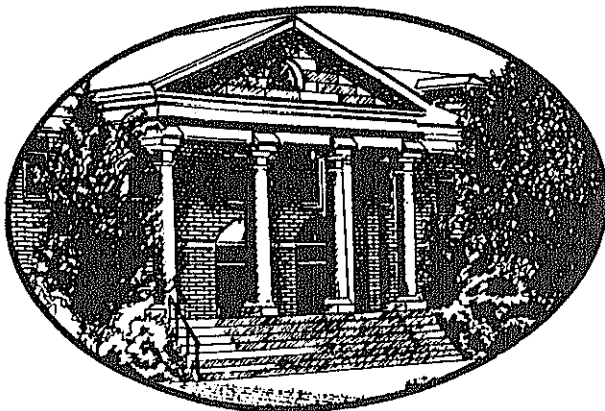
DESIGN AND LAYOUT BY CINDY SELLERS, JOHN SHEFFER

DEFENSE SYSTEMS MANAGEMENT COLLEGE

FORT BELVOIR, VA. 22060

JULY, 1983



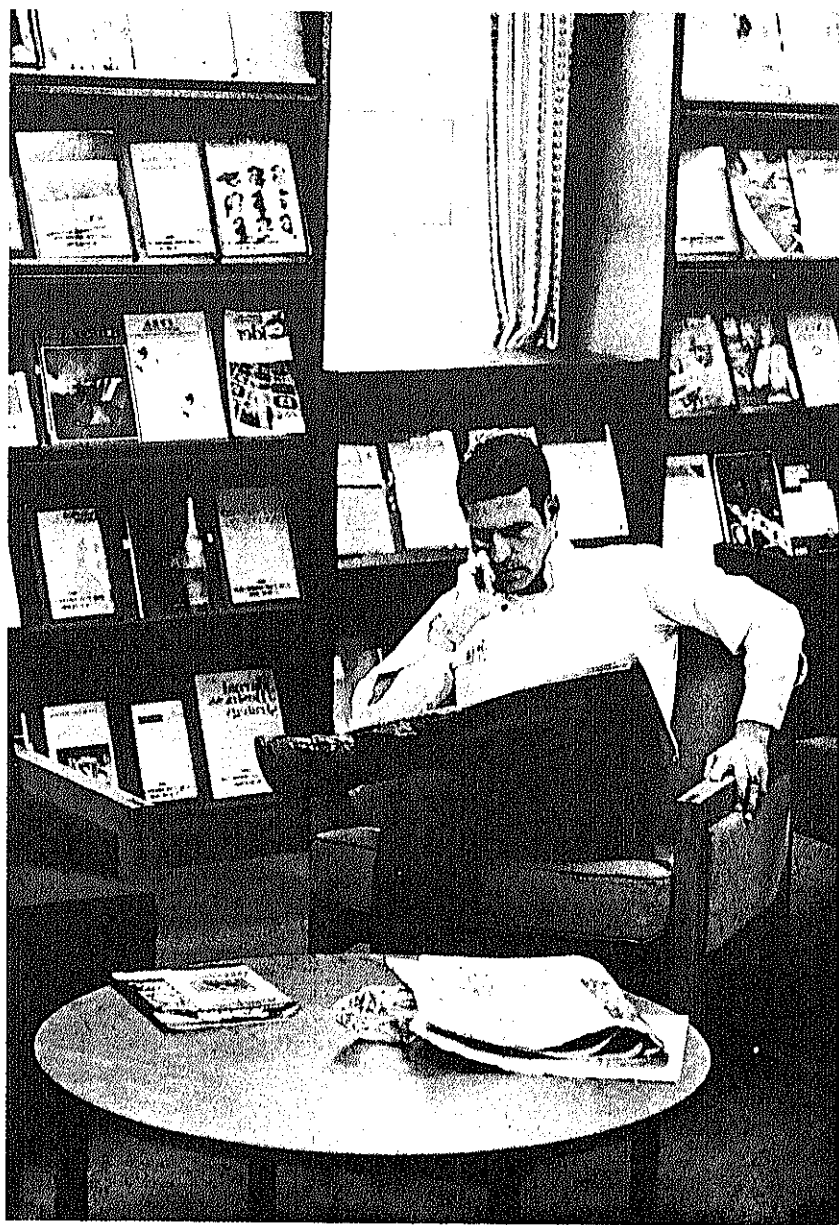


The Defense Systems Management College Library serves as a strong supporting element for the instructional and research programs of the College. It provides students, staff, and faculty with information, reference, research, reader services, and audiovisual materials. Whatever your immediate interest may be, you are likely to find something of significance in the Library, and the Library Staff is ready to help you.

Patricia H. Gipe

Patricia H. Gipe
Director





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Staff Phone Numbers

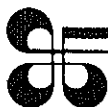
	Commercial	IC
Acquisitions	664-4214	326
Cataloging	664-4214	324
Circulation Desk	664-3988	325
Documents Room	664-4214	327
Director's Office	664-2732	326
Periodicals	664-3988	279
Reference	664-2900	325
Technical Services	664-4214	330

Hours Of Service

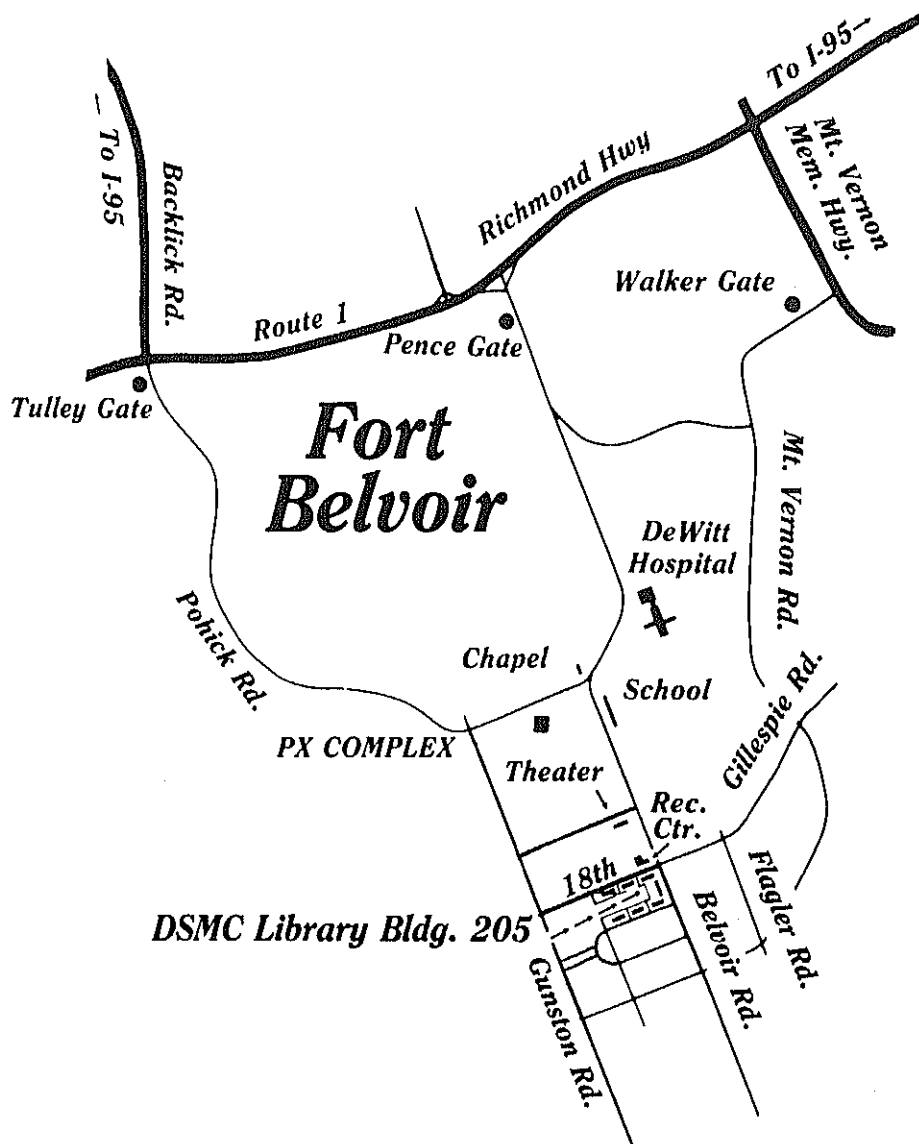
Monday through Friday 0730 - 1800
Closed Weekends and Holidays*

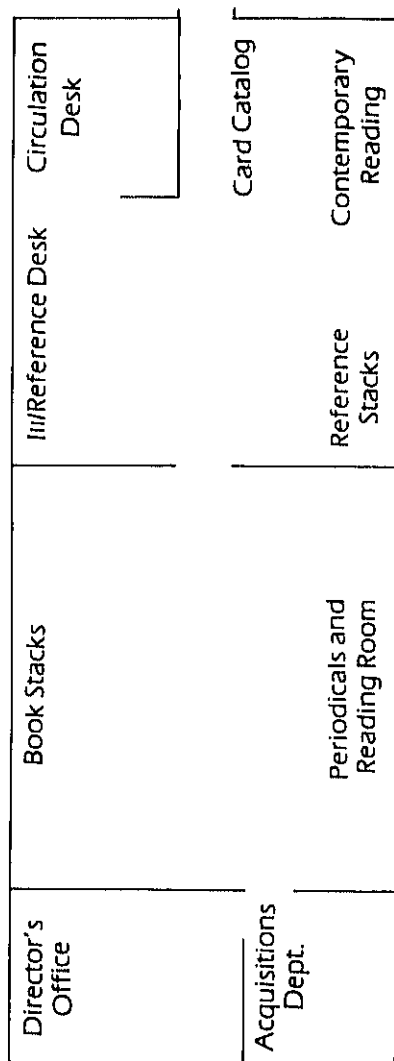


*Special arrangements may be made with the Librarian for the Library to be opened on weekends and holidays.

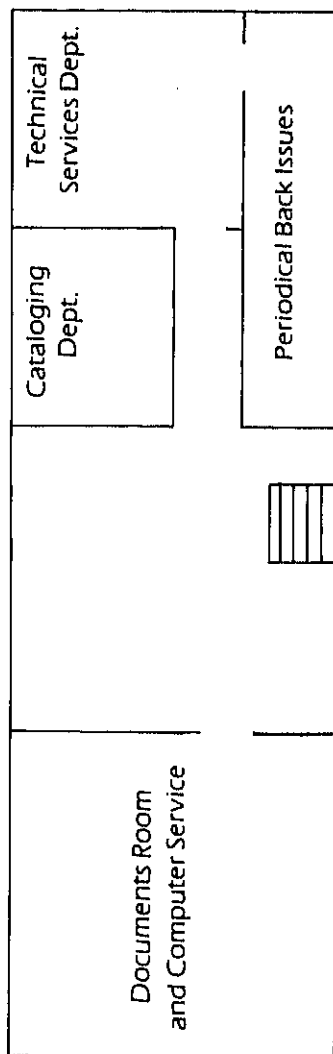


To DSMC



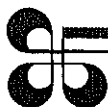


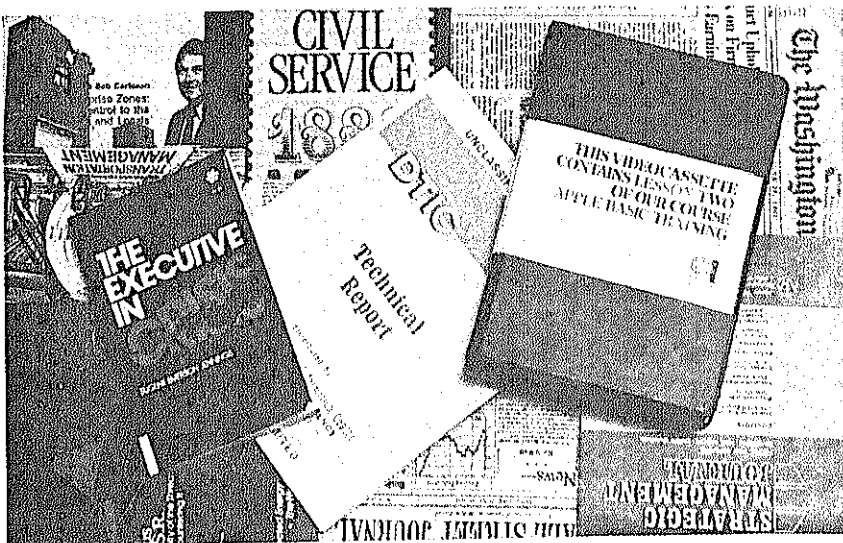
First Floor, Bldg. 205



Basement, Bldg. 205

Library Floor Plan





Library Resources

Book Collection

The Library contains a large collection of books in the field of management with special emphasis on defense systems acquisition management. In addition to management, the Library also includes titles relating to behavioral sciences, information retrieval, economics, finance, and statistics.

The Library also maintains a collection of contemporary readings. These books are usually items listed on the best-seller list and cover a wide variety of interests.

Reference Collection

A collection of reference material is located in the reference room on the main floor. Materials include encyclopedias, dictionaries, indexes, bibliographies, and other publications of special interest, such as Service Procurement Regulations (DARS), Commerce Clearing House (CCH), and Comptroller General Procurement Decisions. Bibliographic and reference services are also available.

Periodicals

The Library has a collection of current magazines and newspapers arranged alphabetically by title, located in the reading room on the main floor. Selected back issues are available in hard copy or microfilm. The Library has reader/printer capabilities. Representative indexes are available for periodical holdings.





Audiovisual Collection

A collection of audiotapes and videotapes is located in the Library's Learning Center. This collection includes items such as Drucker's series on management, and the McGraw-Hill series on organizational development. Recorders and viewers are available for use in the Learning Center.

Documents Collection

The Documents Room maintains a large collection of classified and unclassified technical reports and other documents. Special collections include manufacturing management, multinational repository, and the acquisition improvement program. You will always find a reference librarian ready to assist you in the use of department's resources, including its card catalog, indexes, and information retrieval systems.

Acquisition Management Documents

Official regulations and military reports pertaining to acquisition management are on file in the Documents Room.



Defense Technical Information Center (DTIC)

The DTIC is a repository for technical reports and documents of interest to Department of Defense personnel. The DSMC Documents Room has a terminal with access to Defense RDT&E on-line systems of the DTIC. Topic searches of the DTIC information files can be made and printouts of recent unclassified reports and abstracts can be obtained. Orders may be placed for any DTIC document or bibliography through the terminal for delivery usually within 1 week.

Defense Logistics Studies Information Exchange (DLSIE)

The DLSIE, located at Fort Lee, Va., is a center for acquiring, storing, organizing, and disseminating information pertaining to logistics, within the Department of Defense. Annual bibliographies with quarterly supplements are available in the Library. Custom bibliographies tailored to specific requests in any area of logistics may be furnished by direct contact of the requestor with DLSIE personnel. The Reference Librarian will assist in obtaining DLSIE materials.

National Technical Information Service (NTIS)

The NTIS of the U.S. Department of Commerce is a central source for the publication of government-sponsored research, development, and engineering reports and other analyses prepared by federal agencies, their contractors, or grantees. Reports may be requisitioned through the Library. Hard copy or microfiche copy is available for reports listed in the Government Reports Index. This index is available in the reference room.

DIALOG

The DIALOG Information Retrieval Service, from DIALOG Information Services, Inc., has over 150 data bases available on the system. The DIALOG data bases offer you subject coverage in science, technology, engineering, social sciences, business, and economics. Records can range from directory-type listings of specific manufacturing plants to a citation with bibliographic information and abstract referencing a journal, conference paper, or other original source. Access to DIALOG is available through the Documents Room.

Government Printing Office (GPO)

The GPO documents are available through the Library. The Monthly Catalog giving publication information is located in the reference room.

Infocen

The Library is building a computer-based defense systems acquisition management (DSAM) data bank. Interactive computer-aided search of this DSAM bank will enable quick identification of the particular documents that meet the immediate, specific information needs of each user at DSMC. The DSAM document data bank is a file in DSMC data base 27 of the Information Central (Infoc) System, ASD Computer Center, Wright-Patterson AFB, Ohio. The file holds a inventory of records of different kinds of DSAM documents: research reports, management articles, books, directives, regulations, etc. Access to the Infoc system is available through the Documents Room.

Individual Study Projects (ISP) Reports of Previous Classes

Copies of reports from previous classes are available in the Library. They provide background information and foundations for new projects that extend findings of previous reports.



Vertical File

The Vertical File is a collection of pamphlets, clippings, and other material in the field of management. This file is currently located in the Acquisitions Department Office.

Reading Improvement Program

Materials for the Reading Improvement Program may be obtained at the circulation desk.



Interlibrary Loans

Items not in the collection may be borrowed from other libraries throughout the Washington area. Materials will be loaned in accordance with instructions of the lending library. For planning purposes, receipt of an interlibrary loan may take from 3-10 days. Your need for interlibrary loan service should be discussed with the Reference Librarian.

Acquisition of Materials

Requests for materials suggested for procurement as part of the Library's collection for permanent retention will be prepared on Materials Request, DSMC Form 19 (shown on page 10).

Requests may be initiated by anyone and forwarded to the Library. All requests will be approved by the Dean of Research and Information or designated representative.

Procurement of books, audiovisual materials, and periodicals requires 30 to 90 days from date of request.

Review lists are distributed periodically to functional course directors, faculty and selected staff members designated to provide input for the Library's material selection program. Recommended choices should be checked and lists returned within 2 weeks.

Government Printing Office documents may be obtained through the Library by submitting DSMC Form 19. The GPO items requested in large quantities must be signed by the appropriate department dean or his deputy. At least 10 days should be allowed for acquisitions.

National Technical Information Service publications may be obtained through the Library by submitting DSMC Form 19. The NTIS items requested in large quantities must be signed by the appropriate department dean or his deputy. A lead time of 30 days is required for acquisitions.

Defense Technical Information Center materials may be acquired through the Library by submission of DSMC Form 19. Ten working days is the minimum lead time for bibliographic search replies and 5 to 10 days for order requests. On-line terminal service is available in the Documents Room.

Defense Logistics Studies Information Exchange information may be obtained through the Library by submitting DSMC Form 19. Staff members will phone requests to DLSIE. All requested materials will be sent in microfiche only with the exception of subject bibliographies. Requestors may obtain telephone numbers desired. Normal response time is 1 week.

INFORMATION CENTER MATERIALS REQUEST						DATE	
1. TYPE OF MATERIAL (CHECK ONLY ONE)							
<input type="checkbox"/> BOOK <input type="checkbox"/> DOCUMENT/REPORT <input type="checkbox"/> PERIODICAL ARTICLE <input type="checkbox"/> OTHER (SEE REMARKS)							
2. PURPOSE (CHECK ONLY ONE)							
<input type="checkbox"/> INTER-LIBRARY LOAN <input type="checkbox"/> OFFICE COLLECTION <input type="checkbox"/> PERMANENT RETENTION IN CENTER <input type="checkbox"/> NOTIFY UPON RECEIPT							
3. BIBLIOGRAPHICAL INFORMATION							
A. BOOK	(1) TITLE						
	(2) AUTHOR						
	(3) PUBLISHER			(4) EDITION	(5) DATE	(6) PRICE	
	(7) REVIEW SOURCE			ISBN		No. OF COPIES	
B. DOCUMENTS OR REPORTS	(1) REPORT NUMBER		AD _____ PB _____		GPO CLASS NO. _____ OTHER _____		
	(2) TITLE (UNNECESSARY IF AD NUMBER IS GIVEN)						
	(3) SOURCE/PUBLISHER						
	(4) PERSONAL AUTHORS						
	(5) DATE		(6) PRICE (IF KNOWN)		(7) FORMAT		
					(A) HARD COPY	(B) MICROFILM	(C) MICROFICHE
C. PERIODICALS	(1) NAME OF PERIODICAL						
	(2) VOLUME			(3) MONTH AND YEAR		(4) PAGES	
	(5) ARTICLE TITLE						
	(6) AUTHOR						
4. REMARKS					LIBRARY USE ONLY IN SYSTEM VERIFICATION CLASS NO. MEC <input type="checkbox"/> COPY NO. PROC <input type="checkbox"/> ORDER <input type="checkbox"/> JLL <input type="checkbox"/> BIP <input type="checkbox"/> ORDER <input type="checkbox"/> FCB <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER <input type="checkbox"/> ILL ORDERED _____ RECEIVED _____ DUE _____ RETURNED _____ LC NO. _____		
Name, grade, ofc symbol, & phone of Requestor					ITEMS COSTING OVER \$25.00 REQUIRES APPROVAL BY DIRECTOR		
					SIGNATURE OF DIRECTOR		DATE

DSMC FORM 19 REVISED JANUARY 1962

319.34.201

(DSMC Form 19)



Locating Library Materials

The Card Catalog

The Library provides you with a key to its holdings to help you make use of the wealth of materials stored here. This key for book material is the card catalog located in the main lobby.

Our library has a divided catalog. The catalog listing *authors* and *titles* is separated from the one listing *subjects*. This arrangement simplifies your search. Once the item is identified in the card catalog, the call number will direct you to the item on the shelf. Nevertheless, you may encounter some points needing clarification; you should feel free to call upon any one of the librarians to help you.

	<i>Call Number</i>	<i>Author</i>
HD 31 K33	Kast, Fremont Ellsworth, 1926- Organization and management : a systems and contingency approach / Fremont E. Kast, James E. Rosenzweig. — 3d ed. — New York : McGraw-Hill, c1979. x, 644 p. : ill. ; 24 cm. — (McGraw-Hill series in management) Bibliography: p. 617-626. Includes indexes. ISBN 0-07-033346-7	
	1. Organization. 2. Management. I. Rosenzweig, James Erwin, 1929- II. Title.	
	HD31.K33 1979	658.4
		78-8976 MARC
	Library of Congress	78

(Sample of a catalog card)



LC Classification System

Books are arranged within the Library according to a classification system. They are classified or sorted into groups so that books on the same subject are located together.

The DSMC Library uses the Library of Congress Classification, an alphanumeric system that allows for greater subdivisions.

The following is a brief outline of the Library of Congress Classification System:

A	General Works
B	Philosophy; Psychology; Religion
C	Auxiliary Sciences of History
D	General and Old World History
E - F	American History
G	Geography; Maps; Anthropology; Recreation
H	Social Sciences
J	Political Sciences
K	Law
L	Education
M	Music; Books on Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography; Library Science



Locating Periodical Articles

To determine the holdings of any periodical in the Library you should consult the periodical list in the reference room, or ask at the Circulation Desk.

To locate specific articles in the journals you should use the wide variety of periodical indexes maintained in the reference collection. The most familiar and the most general of these is the well-known *Readers' Guide to Periodical Literature* published twice monthly with periodic cumulations throughout the year and 2-year cumulations. It indexes articles in the more general periodicals such as *Fortune*, *Science*, and *Time*. Both author and subject entries are included, in alphabetic arrangement.

The sample below will illustrate the interpretation of these entries:

Business management

See also

Architectural firms—Management
Automobile industry—Management
Business intelligence
Computers—Business use
Executives
Hotel management
Inventories
Location in business and industry
Personnel management
Productivity, Industrial
Women executives

Is American management too selfish? T. Friedman and
P. Solman. il *Forbes* 131:75-7 Ja 17 '83

This entry indicates that there is an article
on: Business Management
titled: Is American management too selfish?
by: T. Friedman and P. Solman
in: *Forbes*
volume: 131
on pages: 75-77
issue date: January 17, 1983

Some other useful indexes in our Library are:

Applied Science and Technology Index, an extensive indexing service offering a subject approach to English language engineering and science periodicals soon after they are published.



Business Periodicals Index, provides a subject approach to articles in leading American business periodicals about 3 months after original publication.

Public Affairs Information Service (PIAS), listing many kinds of publications in the fields of economics and public affairs, including selected articles in more than 1,000 periodicals each year.

In addition to finding information in magazines, there are ways of finding out about them. There are directories which list periodicals according to subject and give information on subscriptions, circulation, and related material. The *Standard Periodical Directory* lists U.S. and Canadian periodicals and *Ulrich's International Periodicals Directory* is a very comprehensive world list. Both of these volumes are located in the Acquisitions Department Office.

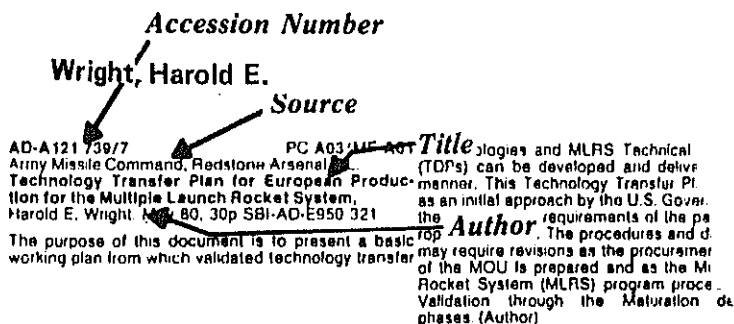
Locating Documents Room Material

Official regulations of the Army, Navy, Air Force, and Department of Defense are located through their respective indexes found in the Documents Room. These indexes are arranged alphabetically by subject.

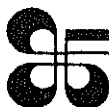
Documents and technical reports with known authors and/or titles may be located through the use of the Documents Room card catalog. These catalog cards contain full abstracts for each item, which are necessary for the proper identification of the required document.

Once the document is found in the card catalog, the accession number will direct the user to the item on the shelf.

Documents and technical reports requested by subject will be searched on-line. A printed bibliography is prepared for each request.



(Example of a Documents Room catalog card)



Circulation Procedures

Audiovisual

Audio and videocassettes may be checked out for a period not to exceed 1 week. Special arrangements may be made for longer periods if required, subject to recall.

Books and Reports

Most books and reports are circulated for a period of 15-30 days and are due on the 1st and 15th of each month.

Periodicals

Reference or back issues of periodicals are loaned for a period not to exceed 1 week. Special arrangements may be made for longer periods if required, subject to recall.

"Copy 1" of a current periodical does not circulate unless special permission is granted by the librarian. Other copies of current periodicals may be checked out for overnight use. They must be returned by 0830 by the next working day.

Reference

Arrangements may be made with the librarian to check out special and reference materials from the Library.

Reserve Materials

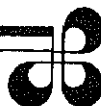
Course reserves are charged out as determined by the functional director (overnight, 3 days, or as indicated on book cards). Overnight books must be returned by 0830 the next working day.

Renewals

Items may be renewed once on or before the due date. Reserved books may not be renewed.

Office Collections

Library materials may be issued to staff and faculty for the use of an office or activity as an indefinite or extended loan for direct mission support. Arrangements may be made with the circulation desk staff for office collections.



Overdue and Lost Items

Individuals who have overdue materials will be contacted to expedite return.

Restitution will be made when books are lost, damaged, or destroyed by negligence. An identical copy will be acceptable as a replacement.

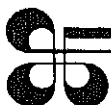
Payment for a lost item will be based on current list price. Payment will be made by issuance of a personal check or money order, made payable to the "Treasurer of the United States," as per DSMC Memorandum 70-1, Appendix A.



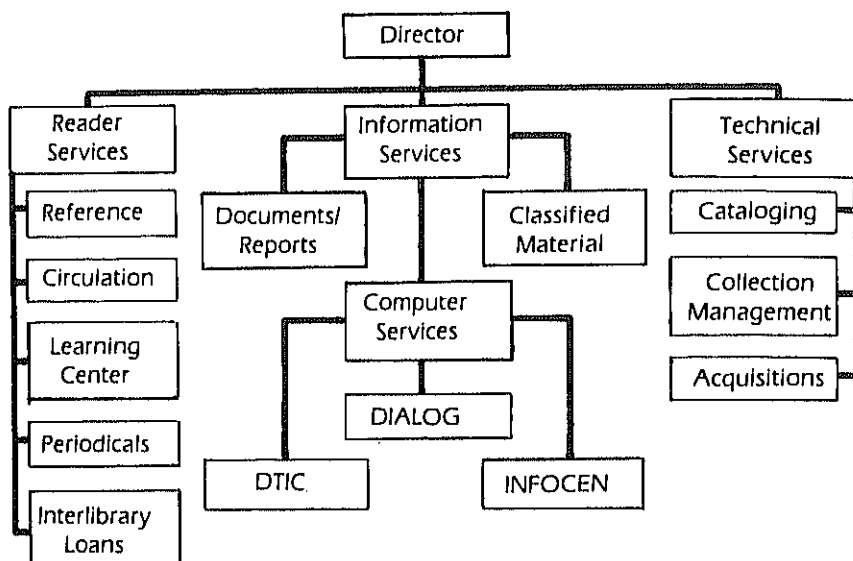
Any item that is not available may be reserved. Fill out the reservation request card and give it to the circulation desk staff. When an item is available, it will be held for pickup for 3 days from the date of notification.

Transfer of DSMC Personnel

Prior to reassignment or departure from the College, all DSMC personnel (students and permanent party) are required to check out with the Library.



Departmental Functions



DSMC Library Organization Chart

Reader Services

The Library's Reader Services department revolves around the following functions:

- Reference* - responsible to draw upon all the resources of the Library to answer questions and assist patrons;
- Circulation* - charging out materials to the reader, receiving it on return and returning it to its proper location; is also responsible for registration of borrowers, record-keeping, and assisting patrons as required;
- Learning Center* - houses the Library's audiovisual materials;
- Periodicals* - responsible for receiving, distributing, and maintaining periodicals and newspapers; and
- Interlibrary Loans* - the process of borrowing materials from other libraries that are not available in house.

Information Services

This department houses the collection of technical reports, documents, official regulations, and classified materials relating specifically to defense systems acquisition management (DSAM).

Defense systems acquisition management-related documentation is acquired primarily through on-line searching of Defense Technical Information Center (DTIC), National Technical Information Service (NTIS), Defense Logistics Studies Information Exchange (DLSIE), Information Central (INFOCEN), and DIALOG.



Technical Services

Technical service activities revolve around three basic functions:

- Cataloging* - organizing and processing the materials so the patrons may use the items, and maintaining the collection and the records that provide the means of access to the Library's collection.
- Collection Management* - the process of selecting and updating items for the Library's collection;
- Acquisitions* - purchasing all materials for permanent retention in the Library;

